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**Supersedes: Child Care 1-1 (6/01/08)**

<b>OVERVIEW OF BEST BEGINNINGS CHILD CARE SCHOLARSHIPS</b>		
<b>1-1</b>	<b>Table of Contents</b>	<b>3-1-08</b>
<b>1-2</b>	<b>Human &amp; Community Services Division Organizational Chart</b>	<b>3-1-08</b>
<b>1-3</b>	<b>Definitions</b>	<b>3-1-08</b>
<b>1-4</b>	<b>Provider Rates</b>	<b>7-1-07</b>
	<input type="checkbox"/> Market Rate Survey <input type="checkbox"/> District Rates	
<b>1-4a</b>	<b>Children with Special Needs</b>	<b>9-1-06</b>
	<input type="checkbox"/> ADA – Reasonable Accommodations <input type="checkbox"/> CCR&R Role <input type="checkbox"/> Individual Child Care Plan <input type="checkbox"/> Limits on Rate Approval Amounts <input type="checkbox"/> One Time Expenses	
<b>1-5</b>	<b>Child Care Sliding Fee Scale Effective May 1, 2005</b>	<b>7-1-07</b>
	<input type="checkbox"/> Family Income Eligibility Thresholds <input type="checkbox"/> Co-payment Obligation	
<b>1-6</b>	<b>Child Eligibility</b>	<b>5-1-05</b>
	<input type="checkbox"/> Residency <input type="checkbox"/> Household <input type="checkbox"/> Age <input type="checkbox"/> Child’s Relationship to Provider	
<b>1-7</b>	<b>Parent Eligibility - Overview</b>	<b>5-1-05</b>
	<input type="checkbox"/> Overview of Eligibility Categories	

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<b>1-8</b>	<b>Provider Eligibility - Overview</b>	5-1-05
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provider Maintains Registration, License or Payment Number</li> <li><input type="checkbox"/> Provider Licensed by Another Entity</li> <li><input type="checkbox"/> Provider Maintain Sign-In/Sign-Out Records</li> <li><input type="checkbox"/> Provider Must Allow Access to Facility &amp; Records</li> <li><input type="checkbox"/> Provider Must Submit Invoices Within 60 Days</li> <li><input type="checkbox"/> Provider Rights and Responsibilities</li> </ul>	
<b>1-9</b>	<b>Confidentiality</b>	9-1-06
	<ul style="list-style-type: none"> <li><input type="checkbox"/> HIPAA</li> <li><input type="checkbox"/> Reporting Abuse &amp; Neglect, 1-866-820-KIDS (5437)</li> <li><input type="checkbox"/> Contractors</li> <li><input type="checkbox"/> Release to Law Enforcement</li> <li><input type="checkbox"/> Release to Participant</li> <li><input type="checkbox"/> Authorizations to Release Information</li> <li><input type="checkbox"/> Child Care Providers</li> </ul>	
<b>1-10</b>	<b>Timely Notices and Termination</b>	5-1-05
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Reasons for Termination</li> <li><input type="checkbox"/> Notice when State Reduces Benefits</li> <li><input type="checkbox"/> Reasons for No Advance Notice</li> </ul>	
<b>1-11</b>	<b>Fair Hearing Process</b>	5-1-05
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Right to Fair Hearing</li> </ul>	

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**NON-TANF CHILD CARE ELIGIBILITY**

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<b>2-1</b>	<b>Application Process</b>	3-1-08
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Eligibility Begin-Date</li> <li><input type="checkbox"/> Limitations of Best Beginnings Scholarship</li> <li><input type="checkbox"/> Application Processes</li> <li><input type="checkbox"/> CCR&amp;R Processing</li> <li><input type="checkbox"/> Waiting List</li> <li><input type="checkbox"/> Presumptive Eligibility</li> </ul>	
<b>2-2</b>	<b>Household Requirements</b>	3-1-08
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Household Membership – Required &amp; Optional</li> <li><input type="checkbox"/> Common Law Marriage</li> <li><input type="checkbox"/> Joint Custody Arrangements</li> <li><input type="checkbox"/> Temporary Absence from Household</li> <li><input type="checkbox"/> Child Support Requirement</li> </ul>	
<b>2-3</b>	<b>Non-TANF Activity Requirements</b>	9-1-06
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Employed (Meeting Work Requirement)</li> <li><input type="checkbox"/> Parent with a Severe Disability</li> <li><input type="checkbox"/> Employed &amp; Attending School</li> <li><input type="checkbox"/> Teen Parents</li> </ul>	
<b>2-4</b>	<b>Household Income</b>	9-1-06
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Family Shall Obtain All Income</li> <li><input type="checkbox"/> Verifying Unearned Income</li> <li><input type="checkbox"/> Verifying Earned Income</li> <li><input type="checkbox"/> Self Employment Income</li> <li><input type="checkbox"/> Determining Business Expenses</li> </ul>	
<b>2-5</b>	<b>Prospective Budgeting</b>	3-1-08
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Anticipating</li> <li><input type="checkbox"/> Factoring</li> <li><input type="checkbox"/> Averaging</li> <li><input type="checkbox"/> Annualizing</li> </ul>	

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**2-6 Income Evaluation Table**

3-1-08

## **TANF CHILD CARE ELIGIBILITY & COORDINATION**

**3-1 OPA, WoRC & CCR&R Coordination**

3-1-08

- ☐ Qualifying Families
- ☐ Child-Only Grant
- ☐ Qualified Provider
- ☐ OPA/WoRC Refer Families to CCR&R
- ☐ WoRC Manages Child Care
- ☐ Loss of Eligibility
- ☐ TANF Sanctions
- ☐ Dependent Care Disregard
- ☐ Co-payment Requirement
- ☐ Affordable, Appropriate, Suitable Care within a Reasonable Distance
- ☐ FIA Codes

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**3-2 Tribal TANF Coordination 5-1-05**

- ☐ Application and CCUBS processing
- ☐ Qualifying Families and Children Participating in Tribal TANF
- ☐ Qualified Child Care Provider
- ☐ CCR&R Manages Child Care
- ☐ Re-certifying Child Care for Tribal TANF Participants
- ☐ Loss of Eligibility
- ☐ Sanctions
- ☐ Co-Payment Requirement
- ☐ Affordable, Appropriate, Suitable Care within a Reasonable Distance
- ☐ Serving the Family

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**3-3 Working Caretaker Relative Child Care 3-1-08**

- ☐ General Rule
- ☐ Application & CCUBS Processing
- ☐ Qualifying Families & children Participating in child-only TANF cash
- ☐ Qualified Child Care Provider
- ☐ OPA Refers Family to CCR&R
- ☐ Re-certifying Child Care for child-only TANF Participants
- ☐ Family Loses Eligibility
- ☐ Loss of child-only TANF Cash Eligibility
- ☐ Co-payment Requirement

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## **CHILD & FAMILY SERVICES CHILD CARE MANAGEMENT**

<b>4-1</b>	<b>CFSD &amp; CCR&amp;R Coordination</b>	<b>3-1-08</b>
	<ul style="list-style-type: none"> <li>❑ Eligible Providers</li> <li>❑ Child Care Referral – Electronic Form</li> <li>❑ Four Options Under Best Beginnings Child Care Scholarship</li> <li>❑ CFSD Child Care Options on CAPS</li> <li>❑ Foster Children</li> </ul>	

<b>4-2</b>	<b>Tribal IV-E Child Protective Services Child Care</b>	<b>3-1-08</b>
	<ul style="list-style-type: none"> <li>❑ General Rule</li> <li>❑ Age Requirement</li> <li>❑ Child Care Providers</li> <li>❑ Eligibility</li> <li>❑ Funding</li> <li>❑ Referral Form</li> <li>❑ Rate for a Child with Special Needs</li> <li>❑ CCR&amp;R Process</li> </ul>	

## **SERVING THE FAMILY**

<b>6-1</b>	<b>Child Care Referrals</b>	<b>9-1-06</b>
	<ul style="list-style-type: none"> <li>❑ Referral Process</li> <li>❑ Basic Referrals</li> <li>❑ Enhanced Referrals</li> <li>❑ Unbiased Referrals</li> <li>❑ Child Care Need Form</li> <li>❑ Provider Updates</li> <li>❑ NACCRRAware</li> </ul>	

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<b>6-2</b>	<b>Legally Unregistered Providers</b>	3-1-08
	<ul style="list-style-type: none"> <li>❑ Qualifications</li> <li>❑ Application Process <ul style="list-style-type: none"> <li>○ Background Checks</li> <li>○ Fingerprint Options</li> </ul> </li> <li>❑ CCR&amp;R Process</li> <li>❑ Denials</li> </ul>	
<b>6-2a</b>	<b>Legally Unregistered Providers Medication Administration</b>	9-1-06
<b>6-3</b>	<b>Issuing the Child Care Certification Plan</b>	3-1-08
	<ul style="list-style-type: none"> <li>❑ General Rule</li> <li>❑ Maximum Number of Hours</li> <li>❑ Extending Child Care Hours</li> <li>❑ No Need for Child Care</li> <li>❑ Parent Unavailable</li> <li>❑ Respite Care Not Covered</li> <li>❑ Sleep Time</li> <li>❑ Study Time</li> </ul>	
<b>6-4</b>	<b>Co-payment Requirements</b>	5-1-05
	<ul style="list-style-type: none"> <li>❑ Co-payment Required for Eligibility</li> <li>❑ Cost of Care is Less Than Co-payment</li> <li>❑ Disputed Co-payments</li> <li>❑ Notice of Unpaid Co-payment</li> <li>❑ Arrangements in Lieu of Cash</li> </ul>	

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<b>6-5</b>	<b>Change Reporting</b>	3-1-08
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Change Reporting Requirements</li> <li><input type="checkbox"/> CCR&amp;R Evaluates the Change</li> <li><input type="checkbox"/> What-If Scenario</li> <li><input type="checkbox"/> Failure to Change Report</li> <li><input type="checkbox"/> Continuation of Best Beginnings Child Care Scholarship</li> <li><input type="checkbox"/> Increase of Best Beginnings Child Care Scholarship</li> <li><input type="checkbox"/> Decrease of Best Beginnings Child Care Scholarship</li> <li><input type="checkbox"/> Loss of Best Beginnings Child Care Scholarship</li> <li><input type="checkbox"/> Change in Child Care Provider</li> </ul>	
<b>6-6</b>	<b>Absent Days &amp; Continuity of Care Policies</b>	3-1-08
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Absent Day Policies           <ul style="list-style-type: none"> <li>• Certified Enrollment</li> <li>• Holding-the-Slot</li> <li>• Holidays</li> <li>• Suspending a Case</li> </ul> </li> <li><input type="checkbox"/> Continuity of Care Policies           <ul style="list-style-type: none"> <li>• Fill-the-Gap</li> <li>• Grace Period</li> <li>• Jury Duty</li> <li>• Medical Appointments</li> <li>• Medical Emergency</li> </ul> </li> </ul>	



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<b>6-7</b>	<b>Invoice &amp; Payment Processes</b>	3-1-08
	<input type="checkbox"/> Sign-in/Sign-Out Sheets <input type="checkbox"/> Actual Daily Attendance <input type="checkbox"/> Accurate Invoices <input type="checkbox"/> Timely Invoices <input type="checkbox"/> Payment Address <input type="checkbox"/> Batch Processing <input type="checkbox"/> Direct Deposit <input type="checkbox"/> Online Invoicing <input type="checkbox"/> Recertification Review	
<b>6-8</b>	<b>Investigating and Auditing</b>	9-1-06
	<input type="checkbox"/> Indicators to Initiate an Investigation <input type="checkbox"/> Steps to Complete an Investigation <input type="checkbox"/> Providers Must Receive Due Process <input type="checkbox"/> Auditing Invoices at Recertification <input type="checkbox"/> Auditing Internet Invoices	
<b>6-9</b>	<b>Corrections &amp; Overpayments</b>	9-1-06
	<input type="checkbox"/> Underpayment <input type="checkbox"/> Penalties for a Willful Action <input type="checkbox"/> Overpayment <input type="checkbox"/> Agency Error Results in Overpayment Sent to Parent <input type="checkbox"/> Calculating an Over Claim or an Overpayment <input type="checkbox"/> Provider Overpayment <input type="checkbox"/> Household Overpayment <input type="checkbox"/> Negotiating a Repayment <input type="checkbox"/> Overpayment Process Guide <input type="checkbox"/> Accounts Receivable	
<b>6-10</b>	<b>Table of Eligibility Related Forms</b>	3-1-08

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6-11	Reserved	
6-12	Reserved	
<b>6-13</b>	<b>Resources for CCR&amp;R Eligibility Specialists</b>	3-1-08

## **BEST BEGINNINGS QUALITY INITIATIVES**

<b>7-1</b>	<b>Tiered Reimbursement for Quality Care</b>	9-1-06
	<input type="checkbox"/> Accreditation <input type="checkbox"/> Rate Structure <input type="checkbox"/> Star Rating System	
<b>7-2</b>	<b>Career Development</b>	5-1-05
<b>7-3a</b>	<b>Certified Infant Toddler Caregiver</b>	5-1-05
	<input type="checkbox"/> Infant Toddler Caregiver Certification	
<b>7-3b</b>	<b>Infant Toddler Mini Grant</b>	5-1-05
	<input type="checkbox"/> Application Process <input type="checkbox"/> CCUBS Process	

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<b>7-3c</b>	<b>Certified Infant Toddler Caregiver Stipend</b>	<b>5-1-05</b>
	<input type="checkbox"/> Application Process <input type="checkbox"/> CCUBS Process	
<b>7-4</b>	<b>Provider Grants</b>	<b>5-1-05</b>
	<input type="checkbox"/> Categories of Grants <input type="checkbox"/> Who May Apply <input type="checkbox"/> How to Apply <input type="checkbox"/> Maximum Grant Awards <input type="checkbox"/> Special Requirements	
<b>7-4a</b>	<b>Mini Grants</b>	<b>5-1-05</b>
	<input type="checkbox"/> Who May Apply <input type="checkbox"/> How to Apply <input type="checkbox"/> Maximum Grant Awards	
<b>7-5a</b>	<b>Merit Pay 1</b>	<b>9-1-06</b>
<b>7-5b</b>	<b>Higher Education Merit Pay</b>	<b>9-1-06</b>
<b>7-5c</b>	<b>Infant Toddler Merit Pay</b>	<b>3-1-08</b>
<b>7-6</b>	<b>Provider Training</b>	<b>5-1-05</b>

<b>ADDENDUM - CHILD CARE LICENSING (Quality Assurance Division)</b>		
<b>815-1</b>	<b>Introduction to Registration</b>	<b>1/98</b>
<b>815-2</b>	<b>Definitions - Child Day Care Licensing</b>	<b>2/01</b>
<b>815-3</b>	<b>Day Care Registration Procedure</b>	<b>2/01</b>
<b>815-4</b>	<b>Day Care Orientation and Training</b>	<b>2/01</b>
<b>815-5</b>	<b>Registration Monitoring Process</b>	<b>3/01</b>
<b>815-6</b>	<b>Checklist for Family Home, Infant Care &amp; Group Home</b>	<b>2/01</b>
<b>815-8</b>	<b>Day Care Center Licensing Procedure</b>	<b>3/01</b>
<b>815-9</b>	<b>Renewal Procedures for Day Care Facilities</b>	<b>6/01</b>

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<b>815-10</b>	<b>Negative Registration/Licensing Action</b>	<b>7/03</b>
<b>815-12</b>	<b>Drop-in Care Protocol</b>	<b>10/99</b>
<b>815-13</b>	<b>Extended Licensing Procedure</b>	<b>5/01</b>
<b>815-15</b>	<b>Complaint Policy</b>	<b>6/01</b>
<b>815-17</b>	<b>Locking the Door Policy</b>	<b>1/03</b>